Frequently asked questions
# Table of Contents

Purpose of this FAQ ........................................................................................................2
General questions .........................................................................................................2
Summary of changes to GAM indicators for 2022 reporting .......................................4
Online reporting tool ..................................................................................................6
Producing the narrative report ....................................................................................9
Global AIDS Monitoring

Purpose of this FAQ

This document provides answers to questions that have been received frequently from national Global AIDS Monitoring rapporteurs, other national counterparts and UN staff. For more information on the Global AIDS Monitoring, please visit our website (https://www.unaids.org/en/global-aids-monitoring), or email us at aidsreporting@unaids.org.

General questions

Why is UNAIDS requesting country progress reports in 2022?

In the 2021 high level meeting declaration (para. 71) signatory countries agreed to “…provide to the General Assembly […] an annual report on progress achieved in realizing the commitments contained in the present declaration…”. Reporting on the implementation of the commitments in 2021 will provide the baseline for assessing achievements against the targets set for 2025. The reported data are utilized for national-level reviews (including the Global Fund applications and similar reprogramming efforts), regional reviews, and global analysis. Data will be reported in UNAIDS, WHO and UNICEF reports in 2022.

What is the deadline for 2022 reporting?

Country data should be submitted online no later than 31 March 2022. While narrative reports are not mandatory, it is encouraged that countries submit narrative summaries by commitment area (see more details on “Producing a narrative report” later in this document). Countries may alternatively share any narrative analysis or reports they may produce for their own national processes. Should a submission be received after these dates, UNAIDS cannot guarantee that the data will be included in 2022 global reporting.

How can I check what my country reported in the last report?

You can view previously reported data in the following ways:

- Through the online reporting tool
- By viewing the country reports:
- By viewing the data in the AIDSinfo webpage: https://aidsinfo.unaids.org/
- For information on last report on indicators with regards to AIDS expenditures, please see https://hivfinancial.unaids.org/hivfinancialdashboards.html or contact AIDSspending@unaids.org.
My most recent data are from two years ago. Should I still report them?

If you had already reported these data in a previous reporting round, then there is no need to re-enter the data this year. However, if you have not reported these data in previous rounds, please enter the data for the current reporting year. Please make sure to change the “Data collection period” to reflect the actual dates of data collection.

Is there an offline template of the data entry sheets available?

Yes, it is under Documents and presentations in this page: https://www.unaids.org/en/global-aids-monitoring

Please do note that this offline template is made available as a reference only and cannot be used to automatically upload the collected data into the online reporting tool.

I have already submitted the Global AIDS Monitoring report, however new data have just been made available to me and I would like to update my country submission. Is this still possible?

Please send a message to aidsreporting@unaids.org and request that the indicator/s for which new data have become available be reopened for revision.
Summary of changes to GAM indicators for 2022 reporting

Note that All indicators have been re-numbered in line with the 2021 Political Declaration on HIV and AIDS. The changes for the 2022 reporting round are summarized below:

Six new indicators have been developed relating to achieving gender equality, realizing human rights and eliminating stigma and discrimination

4.1 Physical and/or sexual violence experienced by key populations
4.2 Attitudes towards violence against women
6.2 Internalized stigma reported by people living with HIV
6.3 Stigma and discrimination experienced by people living with HIV in community settings
6.5 Stigma and discrimination experienced by key populations
6.7 People living with HIV seeking redress for rights violations

Other new indicators cover mother-to-child transmission of hepatitis B, treatment of cervical precancer and cervical cancer, and multimonth dispensing of antiretroviral medicine:

3.7 Hepatitis B among pregnant women
7.12 Treatment for cervical precancer for women living with HIV
7.13 Treatment for invasive cervical cancer for women living with HIV
7.14 Coverage of multimonth dispensing of antiretroviral medicine

The data requests for 8 Indicators have been modified for this year’s reporting to accommodate weighting due to the sampling method:

1.3 HIV prevalence among key populations
1.4 HIV testing and knowledge of result among key populations
1.6 Coverage of HIV prevention programmes among key populations
1.7 HIV prevention programmes in prisons
1.9 Needles and syringes distributed per person who injects drugs
2.6 Antiretroviral therapy coverage among key populations
6.6 Avoidance of healthcare by members of key populations because of stigma and discrimination
7.4 Active syphilis among key populations

Other indicator modifications

1.11 People who received PrEP
Disaggregations include event-driven PrEP and the dapivirine ring

7.9 People living with HIV who started tuberculosis preventive treatment
Request for data on people newly or currently enrolled on antiretroviral therapy. Information on eligibility and preventive medicine regimen has been removed.
7.11 Number of women living with HIV who were screened for cervical cancer
This has changed from the previous measure of the “Proportion of women living with HIV screened for cervical cancer” to encourage an improved level of reporting.

The NCPI questionnaire has been reviewed and updated to reflect the new commitments and other relevant recent guidelines. The wording of some of the questions has been further refined based on experiences in previous reporting rounds and to reflect developments in policy recommendations and available technologies.
Throughout the reporting framework, the disaggregation by gender to include transgender men and transgender women is increasingly requested. The same is true for the number of Indicators where data are requested for cities and other administrative areas of epidemiologic importance. For a few Indicators the age disaggregated for 50 years and above is now requested.
Online reporting tool

When will the GAM online reporting tool open for data entry?

The 2022 data entry screens will be available in the GAM online reporting tool starting 15 February 2022.

Which internet browser should I use?

The online reporting tool is developed to work best with the latest versions of popular browsers, such as Internet Explorer, Chrome, and Firefox. With older browser versions, there may be issues in saving and viewing the data.

There is a new GAM rapporteur for the country. How could he/she have access to the online tool?

Please send an email to aidsreporting@unaids.org to inform UNAIDS of the name of the new rapporteur. Please advise if the previous rapporteur’s account should be deactivated. The new rapporteur should then register as a country editor on this page: https://aidsreportingtool.unaids.org/accounts/register/

A confirmation email will be sent once the registration is verified.

I received an email from aidsreporting-noreply@unaids.org with the subject “GAM Reporting – User registration received for …” Should I approve?

This is an automatic notification when someone registers as a country viewer. If the person is part of the country team or the stakeholder consultation, you may wish to approve the registration. Otherwise, you may reject the request or inform aidsreporting@unaids.org to block the account.

I want to start entering data but I don’t see a Save button. What should I do?

It is possible that you only have viewer access rights. Please ask the national GAM rapporteur to communicate with aidsreporting@unaids.org to have your account upgraded.

I do not have new data for most of these indicators. Do I still need to enter in each page one by one?

In this case, it is not necessary to enter in each indicator page. You may use the “Select relevant indicators” button, located between the filter buttons and the link to “Print all to PDF”.

I am getting a popup window with error messages and am not able to save. I have verified that the data entered are correct. What should I do?

There are data validation messages that appear when the system detects blank textboxes or finds discrepancies in the total compared to disaggregated data. If you want to save the data as is, please enter a reason in the space provided in the popup window, then click “Save Comments”.

I’m ready to submit data but the Submit button is not enabled. What should I do?

This means that there are still some indicators without answers. Please click on the “Not edited” filter button to see which indicators have not yet been responded to.
If the indicator is not relevant in your country’s context or if you have no new data to report, you need to specify this in the data entry screen for the indicator or using the “Select relevant indicators” button.

If there are no indicators in the list but your data entry progress is still not 100%, this means that you have not yet entered data in the AIDS Spending module (Indicators 8.1 to 8.3). You are required to submit data for indicators 8.1, 8.2 and 8.3 in the AIDS Spending module before you can submit in GAM.

I opted to use the data from my final Spectrum file. However, when I generate the report using the Dashboard module, there are no data appearing. Why is this so?

You need to import the Spectrum data through a .CSV file produced by the Spectrum software. Please ask your national estimates team to export their Spectrum results into a .CSV file. Then, perform the following steps to import the data in the GAM online reporting tool:

2. Select Spectrum import from the top menu.
3. Select Choose file and choose the .CSV file to be exported from Spectrum.
4. Click Preview.
5. The system will list all the indicator data from the imported file, side-by-side with any data that have been entered in the system. You may select which set of data to use by ticking Use entered data or Take imported data from Spectrum.
6. Click Save to save the settings and data sets that you have chosen to import, or click Cancel to abort the import process.
7. If you have chosen to use the entered data instead of taking data from Spectrum, please be sure to go back to the data entry screens of those indicators to review and enter any missing data.
Producing the narrative report

The narrative report can serve as a country report for national consultations, and UNAIDS will publish the narrative report with the approval of the country.

A feature in the online reporting tool facilitates data quality checks and production of the narrative report. For every indicator, a figure will display the data entered for this year’s reporting and, in some cases, also for previous reporting rounds in order to show trends over time. Countries will have the opportunity to select these figures in the online tool, write a progress summary and save them directly to the narrative report.

There are four steps to producing the narrative report:

1. Log in the online reporting tool (https://aidsreportingtool.unaids.org) with your credentials.
2. Click the “Dashboard” tab in the main menu.
3. For each topic, select the figures you wish to include, write a progress summary for each commitment and save it to the narrative report.
4. Print the report as PDF or Word.

Further instructions on how to write the country progress report using the online reporting tool can be found on the UNAIDS website at: http://www.unaids.org/aidsreporting.